

# TAX REPRESENTATIVE APPLICATION

Pursuant to 50 IAC 15-5-2 and beginning July 1, 2001, in order to practice before the property tax assessment board of appeals, the division of appeals, or the board, a tax representative must:

- (1) be properly certified by the board;
- (2) be eighteen (18) years of age; **(Please attach a copy of your Birth Certificate or Driver's License)**
- (3) hold a high school diploma or equivalent credential;
- (4) be an **Indiana** Certified Level Two Assessor-Appraiser;
- (5) have completed the educational course requirements of all rules adopted by the board related to procedures for practice before the property tax assessment board of appeals, the division of appeals, or the board;
- (6) have fully complied with all rules adopted by the board regarding professional conduct and ethical considerations; and
- (7) have fully complied with all rules adopted by the board regarding client solicitation.

Please complete the following application (include any required attachments) and mail or fax the information directly to:

Diana Boylls  
Dept. of Local Government Finance  
100 N. Senate, N-1058  
Indianapolis, IN 46204  
Fax: (317) 232-8779

Name of Applicant: <b>(PLEASE PRINT)</b>	Date of Birth: <b>(Please attach a copy of your Birth Certificate or Driver's License)</b>
Address:	E-Mail Address:
City:	
State:	
Zip Code:	
County of Residence:	
Township of Residence:	
Highest Level of Education Completed:      GED                      HS                      Associates Degree <b>(Please circle your answer and attach a copy of your diploma)</b> Bachelor Degree      Graduate Degree      Ph.D.	
Date of Level II Assessor-Appraiser Certification:	Month:                      Year:
Number of Continuing Education Hours Completed to Date: (Please attach a copy of your Continuing Education report)	
Years of assessing experience:	
I understand that if I am certified as a Tax Representative, I am not being certified as an attorney and may not present arguments of a legal nature on my client's behalf. I also understand that legal issues relating to a assessment that may now exist or may be discovered at some time in the future will not and cannot be addressed by the certified property tax representative, and if not raised before the property tax assessment board of appeals may not be raised at a later stage of my assessment appeal.	
<i>Signature of Applicant</i> _____ <i>Date</i> _____	

<i>Signature of Approving Authority</i> _____ <i>Date Rec'd</i> _____ <i>Date Approved</i> _____
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